

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB)

SSASPB Administrator - Grade 5

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

e.g. People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are

also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

Reporting Relationships

Responsible to: SSASPB Board Manager

Responsible for: No staff responsibility

Key Accountabilities:

To provide business support to the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB).

- 1.** Assisting and representing the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB) Manager with the management of business activity to ensure a balanced, consistent and continuous provision of service taking into account fluctuations in demand between partners and individuals.
- 2.** To obtain, analyse and present management information and where appropriate undertake research and produce reports, using agreed IT applications and packages. This includes the presentation of information, supplied by the Local Authorities, for inclusion in the statutory SSASPB Annual Report.
- 3.** Liaising with Customers, Partners and other County and City Council establishments as required, arranging meetings, dealing with routine telephone enquiries, message taking and tracking correspondence.
- 4.** To provide effective administrative support to the SSASP Board meetings and associated sub-groups and working groups as required including:
 - the efficient and effective production of letters, minutes and reports, diary management and dealing with telephone and email enquiries.
 - the collation and monitoring of the quality of data held within the SSASPB information systems.

- 5.** To further develop and support raising the profile of SSASPB and safeguarding messages by developing newsletters, website content management etc. with the content approval and oversight of the Board manager.
- 6.** Responsibility for the day to day financial transactions within the SSASPB, in accordance with financial regulations, including responsibility for placing orders and the passing of accounts for payment and the monitoring of associated budgets, through the County Council's Finance and Procurement System (My Finance).
- 7.** Responsibility for the administrative oversight and compliance of the SSASPB's statutory and regulatory requirements which includes the production of the Annual Report, a Strategic Plan and the undertaking of Safeguarding Adult Reviews.
- 8.** To recognise the most appropriate response to achieve the best outcome for the internal or external correspondents. This may include complains, compliments, queries, escalations or misdirected correspondence and ensuring that these are directed in line with departmental procedures.
- 9.** Responsibility for the administrative oversight of the Safeguarding Adult Review Protocol and process, including the monitoring and coordination of action plans to ensure that partners supply sufficient information to meet their obligations outlined by the actions and escalate concerns about the quality of responses as appropriate.
- 10.** To contribute to the development and delivery of the sub-group business plans to ensure compliance with key performance objectives. Create and follow a business planning cycle to ensure that all updates are completed as required.
- 11.** To convene, prepare for and attend meetings. Produce and dispatch reports of proceedings and resolutions and take positive steps to ensure actions are delivered within agreed time scales. Collate information from meetings and create an interpretation of next steps and activity for the Board and sub-groups.
- 12.** To assist in the engagement with service users, carers, members of the public and professionals through effective use of social media.

- 13.** To undertake any other duties required which are commensurate with the grading of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership • Good standard of education – minimum 5 GCSEs or equivalent, including English and Mathematics • NVQ Level 3 or equivalent in Business Administration or equivalent experience	A A/I/T
	Knowledge and Experience • Significant experience of managing/prioritising and directing own/others workload to meet agreed deadlines and outcomes (minimum of 2 years required) • Ability to work to deadlines, sometimes unpredictable with conflicting demands and under pressure • Ability to manage a complex workload, achieve targets and respond flexibly to changing needs • Experience of minuting meetings accurately and in real time • Experience in directing the work of others • Experience of data collection and analysis • IT capabilities commensurate with the post, inclusive of working knowledge of Microsoft Office applications and data management • Experience of working with a range of partners to provide a quality service • Experience of working in health and social care environments (preferred/not essential)	A/I/T

	Safeguarding Adults knowledge and experience (preferred/not essential)	
	Skills - Excellent communication skills at all levels - Well-developed interpersonal skills and personal resilience when dealing with difficult situations - Commitment and confidence in delivering excellence and high quality service delivery - Numerical skills required to complete the full range of financial transactions - Good time management skills with an ability to work under pressure and on own initiative - Ability to identify and accurately record the key decisions and outcome of meetings - Ability to interpret, format and accurately present documents using the software provided. - Ability to work independently and as part of a team on a wide range of issues and to respond effectively to changing priorities - Commitment to Equal Opportunities and anti-discriminatory practice - Flexible approach – demonstrating ability to respond positively to changes in allocation of work at short notice and an ability to take lead - It is anticipated that all employees will have a commitment to further training and development commensurate with their grade - The ability to travel and commute between specified locations around the Staffordshire and Stoke-on-Trent in order to attend meetings – access to a car would be advantageous given the location of some of the venues	A/I/T



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**